

Candidate Information Bulletin



STATE OF UTAH Professional Counselor

Examinations

- National Counseling Examination of the National Board for Certified Counselors (NCE)
- National Clinical Mental Health Counseling Examination of the National Board for Certified Counselors (NCMHCE)
- Utah Professional Counselor Law, Rules and Ethics Examination

Licensure Process

Upon completion of the prerequisite graduate degree, submit a complete application for licensure to:

(by US Mail)

**Division of Occupational and
Professional Licensing**

P.O. Box 146741
Salt Lake City, UT 84114-6741

(by delivery or Express Mail)

**Division of Occupational and
Professional Licensing**

160 East 300 South, 4th floor
Salt Lake City, UT 84111

Applications for licensure are available on the Internet at:
<http://www.dopl.utah.gov>

Applications may also be obtained from:

Experior

5486 South 1900 West, Suite C
Taylorsville, UT 84118
801.355.5009

Registering for the NCE and the NCMHCE Examinations

The NCE Examinations and the NCMHCE Examinations are given on set dates in January, April, July and October. Applications for the NCE and NCMHCE Exams must be submitted by the deadline noted for the specific dates on Page 2 of this *Bulletin*.

Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. You

will be required to submit written verification of your disability before you schedule your examination.

Examination Fees

You must register to take the NCE and NCMHCE examinations with Experior and pay fees at least 30 days before the examination.

NCE	\$130.00
NCMHCE	\$130.00
Utah Professional Counselor Law, Rules and Ethics	\$ 55.00*
NCE, NCMHCE and the Utah Professional Counselor Law, Rules and Ethics	\$315.00

*Fee includes same-day score.

All examination fees are nonrefundable and nontransferable.

NCE and NCMHCE Exams

Eligibility

To obtain a Utah Professional Counselor license, you must have completed certain educational and training requirements. You must complete an application for licensure, pay the fee and pass the National Counselor Examination (NCE) for licensure and certification the National Clinical Mental Health Examination (NCMHCE) for licensure and certification, and the Utah Professional Counselor Law, Rules and Ethics Examination.

NCE Examination Dates

<i>Deadline for NCE Registration</i>	<i>Test Dates</i>
Dec. 14, 2001	Jan. 19, 2002
Mar. 8, 2002	Apr. 13, 2002
Jun. 14, 2002	Jul. 20, 2002
Sept. 13, 2002	Oct. 19, 2002

The NCE Examination consists of 200 multiple-choice questions assessing candidate knowledge in the areas of:

1. Human Growth and Development
2. Social and Cultural Foundations
3. Helping Relationships
4. Group Dynamics, Processes and Counseling
5. Life Style and Career Development
6. Appraisal of Individuals
7. Research and Evaluation

8. Professional Orientation

It also assesses potential candidate performance in five work behaviors:

1. Fundamental Counseling Practices
2. Counseling for Career Development
3. Counseling Groups
4. Counseling Families
5. Professional Practices

The NCE Examination has a 4-hour time limit.

NCMHCE Examination Dates

Deadline for NCMHCE Registration	Test Dates
Dec. 14, 2001	Jan. 18, 2002
Mar. 8, 2002	Apr. 12, 2002
Jun. 14, 2002	Jul. 19, 2002
Sept. 13, 2002	Oct. 18, 2002

The NCMHCE Examination consists of 10 clinical mental health counseling cases. Each case is divided into 5 to 8 sections classified as either *Information Gathering* (IG) or *Decision Making* (DM). The exam covers the following areas: *Evaluation and Assessment*, *Clinical Diagnosis and Treatment Planning* and *Clinical Practice*.

The NCMHCE Examination has a four-hour time limit.

A study guide is available on request by writing to:

NBCC

NCE Preparation Guide

P.O. Box 651051

Charlotte, NC 28265-1051

(NBCC will not fill requests placed over the phone.)

Utah Professional Counselor Law, Rules and Ethics Examination

Registering for the Utah Counselor Law, Rules and Ethics Examination

Utah Professional Counselor Law, Rules and Ethics Examinations are administered five days a week (Mon.-Fri.) at the Experior Testing Center located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once per month in St. George, Utah. Register for the examination either by mail or telephone.

1. **By mail:** Complete the enclosed Examination Application and return it by mail with your exam fee(s) to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail an admission letter to you with your exact exam date and time.

2. **By telephone:** Schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday, and paying for your examination using a major credit card (MasterCard or Visa).

Payment must be made in advance. You may reschedule your examination for a \$10.00 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment, your examination fee will be forfeited and you must reapply for the exam. There are no exceptions.

All examination fees are nonrefundable and nontransferable.

Computerized Testing

Utah Professional Counselor Law, Rules and Ethics Examinations are administered using Experior's user friendly, Microsoft-Windows®-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. You do not need any computer experience to use this system. In fact, you will only need to use five keys on the keyboard to take the test. (The other keys are disabled—there is no way you can harm the computer, the program or the test by touching the wrong key.)

You can take a practice exam to become familiar with the computer testing system before you take the actual test. Staff members are available to help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Walk-In Testing

Candidates may "walk in" and test on a space-available basis for an additional \$10.00 fee. No reservation is required. The examination fee plus the walk-in fee must be paid before the examination is taken.

Out of State Candidates

If you are out-of-state, you may arrange with Experior to take a paper and pencil exam at any recognized testing center, such as a university or community college convenient to you. You must make all the necessary arrangements with the testing center and then send Experior the required information along with the fee (plus an additional \$50.00 out-of-state testing fee). Be sure to include the following:

1. Candidate name, address and phone number
2. Name of examination
3. Testing center name, address, phone number and the name of the contact person

4. Test fees: credit card, check or money order for the exam fee (including additional \$50.00 out-of-state testing fee).

Candidates are responsible to pay the testing center any fee it requires for this service.

Experior will mail the exam in a sealed envelope to the contract person at the testing center with all instructions for test security and proper administration. Experior will ship the exam to the testing center within one week after a request has been received. The candidate is responsible to check with the testing center to make sure the exam has arrived by the testing date. Candidates will have a two-week period in which to take the test once the exam has been shipped to the testing center.

After the exam has been taken by the candidate, the testing center will mail the exam back to Experior for scoring and the score will be mailed to the candidate within one week. Candidates are responsible for reporting their scores to the state.

What to Bring to the Exam

Bring your admission letter and a current, adequate photo identification.

Utah Professional Counselor Law, Rules and Ethics Examination

The Utah Professional Counseling Law, Rules and Ethics Examination is a closed-book exam that consists of 70 multiple-choice questions. You will have two and one-half hours to complete the examination. A minimum of 75 percent of the examination questions must be answered correctly to pass the examination.

Law Exam References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes every question that could be included on the actual examination along with the answers, a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$25.00 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to

five years in prison and/or a \$250,000 fine for criminal violations.

Candidate Feedback

Candidates' have several opportunities to make comments and/or appeals regarding their testing process.

Candidate Support Specialists (Operational Concerns)

If you have a concern or comment regarding the testing process, you may call Experior at the phone number shown on Page 1. These types of concerns typically involve the scheduling of your exam, your experience at the testing center, and your interactions with Experior personnel.

Candidate Comments (Operational Concerns and Exam Concerns)

You are invited to make comments regarding both your testing experience and the content of the examinations at the end of your exam. For exams administered through paper and pencil, candidates are invited to fill out a "Question/Comment Form: and/or an "Your Opinion Matters Form". Experior takes all candidate comments seriously and all comments will be reviewed by Experior staff. However, you will NOT receive direct feedback about your comments. If you would like a written response from Experior, you will need to file an appeal (see the Candidate Appeal section below).

Appeal Committee (Exam Concerns)

If you have a concern involving the content or scoring of your examination and would like a written response from Experior, you will need to submit an appeal letter. Please include your name, Social Security number, name of the exam, date tested, and a specific description of your concerns. The letter should also contain your original signature. Faxes or e-mail appeals will not be accepted. Please send your letter to the following address:

Appeal Committee
Experior Assessments
1360 Energy Park Drive, Suite 200
St. Paul, MN 55108-5252

A summary of the Committee's decision regarding your complaint will be sent to you within two weeks of receiving your letter.

Comments must be from the candidate and not a third party.



APPLICATION FORM

for

**National Counseling Examination of the National Board for Certified Counselors (NCE)
National Clinical Mental Health Counseling Examination of the National Board for Certified
Counselors (NCMHCE)
Utah Professional Counselor Law, Rules and Ethics Examination**

Please Print Clearly or Type

Name

— First Middle Last

Address

City _____ State _____ ZIP _____

Daytime Phone (_____) _____ - _____

Social Security Number _____ - _____ - _____

Exam Fees:

Professional Counselor (NCE)	\$130.00
Clinical Mental Health Counselor (NCMHCE)	\$130.00
Utah Professional Counselor Law, Rules and Ethics	\$ 55.00*
NCE, NCMHCE, and Utah Professional Counselor Law, Rules and Ethics	\$315.00

Amount Enclosed \$ _____

* Includes same-day score

Candidates must fill out application and send with test fees to Exterior. Application and fees must be received in our office by the deadline date. **All examination fees are nonrefundable and nontransferable.**

<i>Registration Deadline</i>	<i>NCMHCE Test Date</i>	<i>NCE Test Date</i>
December 14, 2001	January 18, 2002	January 19, 2002
March 8, 2002	April 12, 2002	April 13, 2002
June 14, 2002	July 19, 2002	July 20, 2002
September 13, 2002	October 18, 2002	October 18, 2002

Send Completed Application and Fees to:

Exterior
5486 South 1900 West, Suite C



Taylorsville, UT 84118
801.355.5009 ■ Fax: 801.355.4008

CERTIFICATION OF EXAMINATION ELIGIBILITY

I do hereby certify that I have read and understand the requirements of eligibility to take the National Counseling Exam and/or the National Clinical Mental Health Counseling Exam of the National Board of Certified Counselors as set forth in the *Mental Health Professional Practice Act* and the *Professional Counselor Licensing Act Rules*.

I further certify that I have met, or will have met, on or before the examination date, all of the requirements of eligibility for admission to take the examination, and to the best of my knowledge there is no reason that I am not competent or eligible to take the NCE and/or NCMHCE examination.

Requirements of Eligibility for the NCE and/or NCMHCE Exam

1. I have graduated with a master's degree in an education program in counseling accredited by the Accredited Institutions of Postsecondary Education.
2. I have graduated with a doctoral degree in an education program in counseling accredited by the Accredited Institutions of Postsecondary Education.

Upon passing the required examination(s), I understand that it is my responsibility to make application for licensure to the Division of Occupational and Professional Licensing and become licensed before I may lawfully practice in the state of Utah. Passing the required examination(s) does not permit me to engage in or attempt to engage in or advertise in that profession.

Applicant Name: (please print clearly)

Last Name First Name MI Social Security Number

Certified by:

Signature of Applicant Date

Notarization:

Sworn and subscribed before me, a Notary Public, in and for the State of _____ this _____ day of _____, 19_____.

My Commission expires _____.

Notary Public